

Pierce County Sewer Utility Division
Development Engineering Section
9850 – 64th Street West
University Place, WA 98467



LATECOMERS AGREEMENT CHECKLIST

Project Name _____
SWLE# _____
Reviewer _____
Date _____

DISCLAIMER - This checklist is provided to Consulting Engineers for the express purpose of assisting them in compiling information for submittal to the Sewer Utility Division of the Pierce County Department of Public Works and Utilities. This checklist is merely a guide to assist the design engineer in providing the minimum information required for a Latecomers Agreement. The County may require additional information not included on this checklist. This checklist may be revised from time to time and the design engineer should insure that he/she has the most recent copy prior to compiling a design.

The following items are required on all Latecomers Agreement submittals:

- ___ 1. Detailed plans for the public sewer system to be installed.
- ___ 2. An Engineer's cost estimate (signed, sealed, dated) showing an itemized breakdown of all costs to be reimbursed. These costs are defined in PCC 13.10.050.E.
- ___ 3. If the Applicant is a corporation, company, partnership, etc., submit the Articles of Incorporation and the tax identification number. If the Applicant is an individual, submit the social security number.
- ___ 4. Legal descriptions of all parcels that make up the Property referenced in the latecomers agreement. Provide this information in both electronic (e.g., MS WORD) and hardcopy form.
 - ___ a. Label descriptions as Exhibit A1, A2, A3, etc. depending on the number of parcels being described.
 - ___ b. If the Property has a project name, write the name and parcel number at the top of the legal description.
 - ___ c. Include page numbering for the Property legal. Even if it is one page, label the page as Page 1 of 1.
- ___ 5. Tributary service area map - submitted on 1/4 section map pages.
 - ___ a. Label map as Exhibit B - Tributary Service Area Map.
 - ___ b. Include a title for the map. The title shall include the name of the project and SWLE#.
 - ___ c. Information to show on the map shall include:
 - ___ 1) The name, address, and phone number of the person who developed the map.
 - ___ 2) The boundary of the Tributary Service Area.
 - ___ 3) Property boundary of the Property that is subject to the agreement
 - ___ 4) The proposed public sewer line (solid line) that is to be installed under the

Latecomers Agreement project (Include manholes, manhole numbers, flow direction arrows, diameter and length of pipe).

- ___ 5) The existing sewer line (dashed line) that the proposed line ties into (Include manhole(s), Pierce County manhole #(s), flow direction arrows, diameter and length of pipe).
- ___ 6) Label the Property by its project name shown on the legal description.
- ___ 7) A legend describing all lines and symbols used. (i.e. property boundaries, tributary service area boundaries, existing sewer line, proposed sewer line, manholes, etc.).
- ___ 8) Include the Applicant's name and address on the map.
- ___ 9) Match lines if more than one sheet is needed for map.
- ___ 10) Map shall be on 11" x 17" or 22" x 34" sheet.
- ___ 11) Provide a copy of the final map in a PDF format (via e-mail to steven.chanfrau@co.pierce.wa.us).

Note: Two (2) copies of the map shall be submitted for review. Once the review is completed, five (5) copies of the map are needed for the Latecomers Agreement.

- ___ 6. Provide a list of all the parcel numbers of all the parcels within the Tributary Service Area. Provide the property owners name(s), site addresses, and mailing addresses for the properties that are adjacent to the proposed sewer line extension. Each adjacent property owner must be contacted to determine the desired location(s) of the side sewer stub for each adjacent property. Contact shall be, at a minimum, through a certified letter to the owner of record of the properties, as indicated by the County Assessor-Treasurer's records. A sample letter is attached. **Contact shall be made a minimum of three weeks prior to plan approval. Submit a copy of each Domestic Return Receipt from the US Postal Service once they have all been returned.** The Side Sewer Stub Location Request form (attached) must be included with the certified letters along with a stamped envelope addressed to: Pierce County Department of Public Works and Utilities – Sewer Utility Division, Development Engineering Section, 9850 – 64th Street West, University Place, WA 98467.
- ___ 7. Two weeks after the certified letters have been mailed, this department will return all the Side Sewer Stub Location Request forms it has received to the Engineer, so that the requested locations may be included on the plans prior to plan approval. Properties for which no Side Sewer Stub Location Request form has been received must still be provided with a stub.
- ___ 8. Upon completion of construction, the owner shall provide itemized copies of all invoices for costs related construction of the facilities. These are limited to the costs described in PCC 13.010.050 (E). The invoices shall be numbered and labeled as to which item in the Engineer's Estimate they pertain. The Engineer shall submit a package containing the itemized invoice copies, the original Engineer's Estimate, and a summary comparing actual vs. estimated costs.

Note: The Latecomers Agreement will only be executed with one (1) Applicant. The County will draft the Agreement.

Date: _____

Subject: Proposed Sanitary Sewer Line Extension located at _____

Dear _____:

I am writing to you on behalf of _____, which is proposing a development known as _____ located at _____. In conjunction with the development, a public sewer line will be extended along _____ adjacent to your property. Construction of this public sewer line is scheduled to begin on _____.

As the owner of property adjacent to this proposed sewer line extension, you have the opportunity to request a preferred location for the side sewer stub that is required to be installed for your property in conjunction with this project.

The County currently does not require that the properties along a new public sewer line connect to the sewer system. However, if your septic system fails, or if you propose to expand the use of your property (e.g., turn a single family residence into a duplex, add an Accessory Dwelling Unit, etc.), you would be required to connect your property to the sanitary sewer system.

If you have a preferred location for your side sewer, please draw the location on the attached Side Sewer Location Request form and mail it to the County at the address on the attached stamped envelope within two weeks of receipt of this letter so that the preferred location can be incorporated onto the approved sanitary sewer plans.

If we do not receive the side sewer stub location request within 2 weeks of the date of this letter, the stub location will be located as determined by the project engineer.

If you have any questions, you can call me at (____) ____ - _____, or if you wish to discuss your options with a County representative you can call _____ at (____) ____ - _____.

Sincerely,

Project Manager

Enclosures: Side Sewer Location Request form w/ a stamped envelope

**PIERCE COUNTY DEPARTMENT OF PUBLIC WORKS AND UTILITIES
SEWER UTILITY DIVISION**

Side Sewer Stub Location Request

Below is a detail of the proposed sanitary sewer line extension plans for the development known as _____ . The detail shows the proposed location for a side sewer stub to serve your property (parcel number _____). If you would prefer a different location for this stub to facilitate future connection of your property to the public sewer system, please draw it on the detail below, sign the form (must be property owner), and mail this form to the address on the attached stamped envelope. Side sewer stubs must be located at least 10 feet from side property lines unless the appropriate private sanitary sewer easements are recorded and must be installed perpendicular to the sewer main unless they connect directly to a manhole.

Signature: _____
Property Owner Date